



Maryland Judiciary

Job Announcement

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Opening Date:	July 2, 2015	Closing Date:	July 16, 2015
Job Title:	Reports and Reconciliation Associate	Position Type:	Regular Full-Time
PIN:	067977, TBD	FLSA Status:	Non-Exempt
Location:	Administrative Office of the Courts-Budget & Finance Department Annapolis, Maryland	Grade/Salary Range:	J06 \$30,761 - \$36,447 J07 \$32,674 - \$38,760 (Depending on Qualifications)
		Financial Disclosure:	No

Essential Functions: The Reports and Reconciliation Associate assists in the generation of reports and reconciliation to ensure the integrity of all accounting information by reconciling the expenditures and revenue between the Judiciary internal accounting system (PeopleSoft) and the State's Financial Management Information System (FMIS). This position researches, documents, prepares and processes journal adjustment entries, interagency transfers, spending plan amendments, expenditure adjustments, and budget amendments to accounting systems. This position assists professional fiscal staff in resolving accounting issues, making recommendations, and generates reports. This position will serve as a backup to the Financial Systems Technician. This position performs scanning and maintenance of records, and performs other essential functions as assigned.

Education: High School Diploma or GED.

Experience: Finance Assistant I – A minimum of one year of experience in business operations, bookkeeping or related field.
Finance Assistant II – A minimum of two years of experience in business operations, bookkeeping or related accounting field.

Preferred: Previous experience working with financial data and reports preferred. Experience in MS Word, MS Excel, WordPerfect, Outlook, scanning or document retention systems, PeopleSoft and the State of Maryland FMIS system.

Skills/Abilities: Ability to provide strong customer service; Ability to communicate information in a professional manner; Ability to listen and understand issues; Ability to interact in a group or individual situation; Ability to provide assistance, guidance and training; Ability to take initiative and seek ways to improve efficiency; Ability to anticipate problems and identify solutions; Ability to consistently accomplish job tasks and goals; Ability and willingness to go beyond the required efforts; Ability to analyze and resolve problems; Ability to interpret and comprehend financial data; Ability to identify critical information, eliminate extraneous information, draw relationships and make accurate conclusions and/or recommendations; Ability to plan and be flexible to meet set deadlines and goals; Ability to suggest new approaches, generate alternatives, and take an idea from conception to reality; Ability to commit to the Judiciary and maintain accuracy and integrity of financial systems and data; Knowledge of Generally Accepted Accounting Principles (GAAP); Knowledge of State Comptroller policies and procedures; Understanding of the statewide account code structure; Ability to make accurate calculations, compile and analyze data and prepare reports for approval; Knowledge of GEARS (PeopleSoft) computer system; Knowledge of FMIS; Knowledge of the use of spreadsheets for creating reports; Knowledge of word processing, and email programs; Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.